	Department of Finance Canada	Ministère des Finances Canada
™)	Paul Rochon	Memo to Deputy Minister (PER Coll Bright distribution) – FOR DIEO DMO
FROM DE	Edward Poznanski	Store-18

Language Training Contract

D	ocument released under the ccess to interfer hation Act
ME	OCUMENT divulgué en vertu de la MORANDUM S NOTE DE SERVICE Security charaffestion Charaffestion de sécurité
	Society classification Classification de sécurité UNCLASSIFIED (Very limited distribution)
	Carl Bamji
,	Our file Notre référence 2018FIN470437 Your file Votre référence
-	Date MAR 2 2 2018

For Action. Your signature is required by March 23, 2018

Your signature is required on the attached language training contract prepared for Ms. Ava Yaskiel.

A teacher from Graybridge Malkam, the language training provider, will be coming onsite to provide language training services to Ms. Yaskiel on a part-time basis between April 1 and June 30, 2018.

The cost of this training is approximately \$988.00 (excluding taxes), based on of training at Office. of the Deputy Minister's

Once signed, the contract will be sent back to Graybridge Malkam for signature so that the arrangements can be finalized.

Assistant Deputy Minister: Edward Poznanski - (613) 369-3595

Director General: Janelle Wright - (613) 369-3499

Canada

SUBJECT OBJET Ministère des Finances Canada

Ottawa, Canada K1A 0G5 Document released under the *Access to Information Act*

Document divulgué en vertu de la Loi sur l'accès à l'information

LETTER OF AGREEMENT

March 16, 2018

Graybridge Malkam 1309 Carling Avenue, Suite 5 Ottawa, ON K1Z 7L3

Dear Ms.

This Letter of Agreement states the terms of reference between Graybridge Malkam and the Department of Finance Canada wherein your firm agrees to provide French language training services to Ava Yaskiel on a part-time basis.

The period of this agreement shall be from April 1 to June 30, 2018. The Department agrees to pay your firm up to a maximum of \$988.00 (excluding taxes) for your services, based on of training at per hour.

Would you please submit your invoice <u>electronically</u>, on a monthly basis (quoting contract #6021122) to:

Carolyne Gougeon, carolyne.gougeon@canada.ca

it is agreed that you shall treat as confidential and shall not disclose, during as well as after the terms of this Agreement, any confidential information, records or documents which you may obtain as a result of this Agreement.

It is also agreed that no member of the House of Commons shall be admitted to any share or part of this Agreement or to any benefit arising therefrom.

It is further agreed that this is a contract for the performance of a service and you are engaged under the contract as an independent contractor for the sole purpose of providing a service. Neither yourself nor any of your personnel is engaged by the contract as an employee, servant or agent of Her Majesty. You agree to be solely responsible for any and all payments and/or deductions required to be made including those required for Canada or Quebec Pension Plans, Employment insurance, Workmen's Compensation, or Income Tax.

Canadä

Document released under the *Access to Information Act*

- 2 -

Document divulgué en vertu de la Loi sur l'accès à l'information

Loi sur l'accès à l'information letter at your earliest convenience.

Paul Rochon
Deputy Minister

Graybridge Malkam

6021122 Commitment No.

Date

Nicholas Plettenberg-Dussault Commitment of Funds under Section 32 of the FAA Ministère des Finances Canada

Document released under the Access to Information Act

Document divulgué en vertu de la CONTRACT REQUEST FORM Loi sur l'accès à l'information

NOTE: A completed scanned electronic copy of the form is to be sent to the fin.contracts-contrats.fin@canada.ca

All questions must be answered in full. Attachments may be included where necessary. Have you consulted with a contracting and procurement officer regarding your Yes No requirement prior to completing this form? If "yes", indicate name: Nicholas Plattenburg-Dussault PARTAL CHENT CONTEXCHINFORACE HON a) Client contact Branch Carolyne Gougeon Deputy Minister's Office Title b) Fund centre manager name Telephone number Paul Rochon Deputy Minister 613-369-4434 Branch Division CSB HR PARTEZ = CONTRACTOR DETAILS a) Provide a short description of the services Statement of Work To provide part-time individual French language training services to attached Associate Deputy Minister, Ava Yaskiel. Yes (No b) Proposed start and end dates c) Desired procurement process April 1, 2018 to June 30, 2018 Competitive Non-competitive PARTS - GENERAL CONSIDERATIONS a) Have you considered using existing Standing Offers or Supply Arrangements? b) Is this an ongoing requirement or a continuation of an existing project? (If "yes", please elaborate) c) Do you foresee any amendments to the proposed request? Yes No d) Have Aboriginal suppliers been considered? Yes No e) Have enviromental considerations been taken into account? (Yes No f) Were alternatives to contracting considered (e.g. staffing) considered? Yes No (If "yes", please elaborate) g) Why can this work not be performed by an employee?

Ministère des Finances Canada

Document released under the Access to Information Act

中国	Department Canada

Paul Rochon

Memo to Deputy Minister (VERY LIMITED distribution) -OR ACTION

Original kept at Branch for action ssociate DM 1

SUBJECT OBJET

FROM DE

Language Training Contract

EMORANDUMVUING	
Security classification Classification de	<u>iddin</u> ermation
UNCLASSIFIED (Ver	y limited
distribution)	
Originator Auteur	
Carl Bamji	
Our file Notre référence	
2018FIN470437 - RI	EVISED
Your file Votre référence	
Date	
APR 2 3 201	8

For Action. Your signature is required by April 24, 2018

Your signature is required on the revised attached language training contract prepared for Ms. Ava Yaskiel. The revision is necessary because training dates have changed.

Once signed, the contract will be sent to Graybridge Malkam for signature so that the contract can be finalized.

Assistant Deputy Minister: Edward Poznanski - (613) 369-3595

Director General: Janelle Wright - (613) 369-3499

Canadä

Department of Finance Canada

Ministère des Finances Canada

Ottawa, Canada K1A 0G5 Document released under the Access to Information Act

Document divulgué en vertu de la Loi sur l'accès à l'information

LETTER OF AGREEMENT

April 12, 2018

Graybridge Malkam 1309 Carling Avenue, Suite 5 Ottawa, ON K1Z 7L3

Dear Ms.

This Letter of Agreement states the terms of reference between Graybridge Malkam and the Department of Finance Canada wherein your firm agrees to provide French language training services to Ava Yaskiel on a part-time basis.

The period of this agreement shall be from April 27 to July 20, 2018. The Department agrees to pay your firm up to a maximum of \$570.00 (excluding taxes) for your services, based on of training at per hour.

Would you please submit your invoice <u>electronically</u>, on a monthly basis (quoting contract #6021122) to:

Carolyne Gougeon, carolyne.gougeon@canada.ca

It is agreed that you shall treat as confidential and shall not disclose, during as well as after the terms of this Agreement, any confidential information, records or documents which you may obtain as a result of this Agreement.

It is also agreed that no member of the House of Commons shall be admitted to any share or part of this Agreement or to any benefit arising therefrom.

It is further agreed that this is a contract for the performance of a service and you are engaged under the contract as an independent contractor for the sole purpose of providing a service. Neither yourself nor any of your personnel is engaged by the contract as an employee, servant or agent of Her Majesty. You agree to be solely responsible for any and all payments and/or deductions required to be made including those required for Canada or Quebec Pension Plans, Employment Insurance, Workmen's Compensation, or Income Tax.

Canada

Document released under the Access to Information Act

- 2 -

Document divulgué en vertu de la Loi sur l'accès à l'information

If the foregoing is acceptable to you, please sign and return a copy of this letter at your earliest convenience.

Paul Rochon
Deputy Minister

Date

Graybridge Malkam

Nicholas Plettenberg-Dussault
Commitment No.

Nicholas Plettenberg-Dussault
Commitment of Funds under
Section 32 of the FAA

Document released under the Access to Information Act

Document divulgué en vertu de la Loi sur l'accès à l'information

Department of Finance Canada

Assistant Deputy Minister Sous-ministre adjoint(e)

Ministère des Finances Canada

			15
For Signature by / Information of À signer par / Pour l'information de			
1			
Paul Rochon			
Prepared by (name/initials/division)			
Préparé par (nom/initiales/division) Carl Bamii			
In consultation with (name/initials/branch(es/division(s))		
En consultation avec (nom/initiales/direction	on(s)/division(s))	*	
Melanie Moore			
Approved by	Approuvé par		
Director Directrice / Directeur	/ 1CM	13/201804.17	
Director General Directrice générale /Directeur général	Janelle Wright	2018-04-13/12 20	8-04-17
Associate Assistant Deputy Minister Sous-ministre adjoint Délégué		\mathcal{U}	v
Assistant Deputy Minister Sous-ministre adjoint	Edward Poznanski // 17/00 18		
Associate Deputy Minister & G7 Deputy for Canada Sous-ministre délégué et représentant du Canada au G7	Rob Stewart		
Associate Deputy Minister Sous-ministre déléguée	Ava Yaskiel		
Deputy Minister Sous-ministre	Paul Rochon		
Remarks Remarques:			
SUBJECT / OBJET: Language training contract			
File no. No de dossier	Date		
2018FIN 470437 (Rei	(sef) APR 2 3 2018		
ssociate Deputy Minister & G7			
eputy for Canada			
ous-ministre délégué et représenta		я.	
u Canada au G7	(Signer au nom du SM)		
ssociate Deputy Minister	(Circum habale emper)		
ous-ministre déléguée	(Sign on behalf of DM)		

(Sign on behalf of DM) (Signer au nom du SM)

(Sign on behalf of DM) (Signer au nom du SM)

		A(ccess to mio	malion Act	THE RESERVE
PARTO - OWNERSHIP OF RUNGHUSON The intent of the Treasury Board Policy on Title	Market Control	34 A 4 1 3 4 2	ent Contracts is to ens	ure that wherever pos	sible.
IP rights remain with the contractor. However, if Who will own the intellectual property created by	f a justification can b	pe made under Section 6 or 8 of the	policy, the rights may	be retained by the Gro	NAL!
Contractor	Crown	er this contract?			
)				
(If "Crown", identify which exception under Sect	tion 6 or 8 of the pol	icy will be used as the justification.)			- 1.3 'million (1.00)
\$\$\$\$\$ 一		<mark>Banding to the second of the </mark>		Carlos de la compansión d	4
Determine which one of the following levels of s in performing the duties of the contract, is requi Services - FIN Security/Sécurité.				it needs to be accesse	ed
Reliability status	Confidential	Secret	Top secre	N/A	
্থিনিকৈ ভ াতিবলৈনিই স্থিতিয়তে প্রবাস্থ্যধান । বুরুষাট্রেন জ্যোতি ভাগতেওঁ ল'লেন নাবাচি লেন সৈটিত শাটো উন্নত গুলু বিষয়ে ল'লেনে নাবাচিত প্রসাক্ষরেরেরিয়ারির্জনের সেইনির্জনির নাটনাটো নাবলিত।	nii, derrelateradii On orotaleae, et	Herefold employed a comparately to spay appropriation	વર્ષાએ એ છે. શેર્જવસંઘનો	e al al caracteria de la composición del composición de la composi	
a) Is a proposed contractor a former public serv			Yes	No No	36 4 3 4
b) If "yes", is he or she in receipt of a Governme	nt pension?		Yes	(No	
From which department/agency did the contract	or retire?		Date of retirement (<u> </u>	
	is .			,,,,	
Annual salary at retirement	Classification	n level at retirement	Current annual supe	erannuation (excluding	(CPP)
Maga A Treatesaylass Obraylarossa	वास्त्रीत केंग्रस्ट स	Learne Colstalle		7 (955)	1000000
Company of the Compan	Mount follo Williams ex	tell feeles wetsite of the security	প্রতির বিচারনার্ট্রনে চর্	in Idialis and Garage	
hiddeledes of Graphites of the inter-central hid Hiddelyaldickides the estimate this marinetic	[[4] [4] [4] [4] [4] [4] [4] [4] [4] [4]	that bits it as the selected the constraint big to the design of the des	the contact of the selection of the	क १५ के राज स्थानियां है जिन्हा स्थान	
no o codi imperinyalokalikinyalokanski	mentandray	गणिक्रा वर्षा हत्त्र वर्षा		in a second	
Will the department exercise any supervisory objective but also with respect to how the work it.	control over the cor		Yes	No	
b) Will the department provide any tools or facilit	ies to enable the co	ntractor to execute the contract?	Yes	(No	
c) Will the contractor be expected to have the sa			Yes	● No	
				to the second se	AMERICANUS I
Is any travel anticipated in this contract?		the market desired and a second secon			
For all travel expenses, the Supplementary Chec	Islint for Control - T		Yes	No No	
must be completed and submitted with this form.	Please check off if a	ravel Itached.	Yes	O No	
Kimp — Comerch Afric		and the second s		A CONTRACTOR OF THE CONTRACTOR	
Professional fees	X.	The state of the s	988.0 م	0	200
Taxes (i.e. HST)			128.4		
Subtotal			\$ 1,116	.44	
Travel amount (taxes included) will be paid pursuant to Treasury Board Travel Directive			\$ 0		
Expenses amount (taxes included)			\$ 0		
Total cost of contract			\$ 1,116	. 44	
र्राकृतिम् = बोर्ग्ययवास्य खेलाताः सबरः स्यर	p ctalynitation	obratolstvo slotelitiše izvačana			
Fund centre	Program activity		Order number (if ap	plicable)	
900201	6401				
Fund centre manager's name		Title			_
Paul Rochon		Deputy Minister	¥		
Branch		Division			\dashv
eputy Minister's Office			×		
Certified pursuant to section/32(1) of the Financial	Administration Act	(FAA)			
[M]			earch 22	7016	
Signature	-	Date//	win do	X L XVIO	

Document released under the *Access to Information Act*

Document divulgué en vertu de la Loi sur l'accès à l'information

For Signature by / Information of A signer par / Pour l'information de Paul Rochon Prepared by (name/initials/division) Prépare par (nom/initiales/division) Carl Barnji In consultation with (name/initials/direction(s)/division(s)) En consultation avec (nom/initiales/direction(s)/division(s)) Melanie Moore Approved by Approuvé par Director Danielle Dubé ADD Director General Directrice / Directeur Danielle Dubé Associate Assistant Deputy Minister Sous-ministre adjoint délégué Assistant Deputy Minister & G7 Deputy for Canada Sous-ministre délégué et représentant du Canada au G7 Associate Deputy Minister Sous-ministre déléguée Ava Yaskiel Deputy Minister Sous-ministre déléguée Deputy Minister Sous-ministre déléguée Deputy Minister Sous-ministre déléguée Paul Rochon Remarks Remarques: Date MAR 2 1 2018		Canada	THIELICUS			
Prepared by (name/initials/division) Préparé par (nom/initiales/division) Carl Barnji In consultation with (name/initials/branch(es)/division(s)) En consultation avec (nom/initiales/direction(s)/division(s)) Melanie Moore Approved by Approuvé par Director Director Directeur Director General Directrice / Directeur Danielle Dubé Associate Assistant Deputy Minister Sous-ministre adjoint délégué Associate Assistant Deputy Minister Sous-ministre adjoint Associate Deputy Minister & G7 Deputy for Canada Sous-ministre délégué et représentant du Canada au G7 Associate Deputy Minister Sous-ministre déléguée Deputy Minister Sous-ministre déléguée Deputy Minister Sous-ministre déléguée Paul Rochon Remarks Remarques: SUBJECT / OBJET: Language Training Contract Date MAD 2 1 2018						
Préparé par (nom/initiales/division) Carl Bamji In consultation with (name/initials/branch(es)/division(s)) En consultation avec (nom/initiales/direction(s)/division(s)) Melanie Moore Approved by Approuvé par Director Director Directeur Director General Directrice / Directeur Janelle Dubé Associate Assistant Deputy Minister Sous-ministre adjoint délégué Associate Deputy Minister & G7 Deputy for Canada Sous-ministre délégué et représentant du Canada au G7 Associate Deputy Minister Sous-ministre déléguée Deputy Minister Sous-ministre déléguée Paul Rochon Remarks Remarques: SUBJECT / OBJET: Language Training Contract Date MAD 2 1 2018	Paul Rochon					
In consultation with (name/initials/branch(es)/division(s)) En consultation avec (nom/initiales/direction(s)/division(s)) Melanie Moore Approved by Approuvé par Director Consultation avec (nom/initiales/direction(s)/division(s)) Melanie Moore Approved by Approuvé par Director General Director General Directrice / Directeur Directrice générale / Directeur général Associate Assistant Deputy Minister Sous-ministre adjoint délégué Associate Deputy Minister & G7 Deputy for Canada Sous-ministre délégué et représentant du Canada au G7 Associate Deputy Minister Sous-ministre déléguée Deputy Minister Sous-ministre déléguée Paul Rochon Remarks Remarques: SUBJECT / OBJET: Language Training Contract Date MAD 2 1 2018		· · · · -				
En consultation avec (nom/initiales/direction(s)/division(s)) Melanie Moore Approved by Approuvé par Director Director Directeur Director General Directrice générale / Directeur général Associate Assistant Deputy Minister Sous-ministre adjoint délégué Assistant Deputy Minister Sous-ministre adjoint Associate Deputy Minister & G7 Deputy for Canada Sous-ministre délégué et représentant du Canada au G7 Associate Deputy Minister Sous-ministre déléguée Deputy Minister Sous-ministre déléguée Deputy Minister Sous-ministre déléguée Deputy Minister Sous-ministre déléguée Deputy Minister Sous-ministre Sous-ministre Remarks Remarques: SUBJECT / OBJET: Language Training Contract Date MAD 2 1 2018	Carl Bamji	2000 (800 - 2000 - 2000 (8000 PO)	WANTED A SE			
Melanie Moore Approved by Approuvé par Director Director Directour Director General Director General Directrice générale /Directeur général Associate Assistant Deputy Minister Sous-ministre adjoint Associate Deputy Minister Sous-ministre adjoint Associate Deputy Minister Sous-ministre délégué et représentant du Canada au G7 Associate Deputy Minister Sous-ministre déléguée Ava Yaskiel Deputy Minister Sous-ministre déléguée Deputy Minister Sous-ministre So						
Director Director Danielle Dubé Director General Director General Director General Directrice générale /Directeur général Associate Assistant Deputy Minister Sous-ministre adjoint délégué Assistant Deputy Minister Sous-ministre adjoint Associate Deputy Minister Sous-ministre adjoint Associate Deputy Minister & G7 Deputy for Canada Sous-ministre délégué et représentant du Canada au G7 Associate Deputy Minister Sous-ministre déléguée Deputy Minister Sous-ministre déléguée Deputy Minister Sous-ministre		tion(s)/division(:	8))			
Director Directeur Director General Director General Directrice générale /Directeur général Associate Assistant Deputy Minister Sous-ministre adjoint délégué Associate Deputy Minister Sous-ministre adjoint Associate Deputy Minister & G7 Deputy for Canada Sous-ministre délégué et représentant du Canada au G7 Associate Deputy Minister Sous-ministre déléguée Ava Yaskiel Deputy Minister Sous-ministre déléguée Paul Rochon Remarks Remarques: Date MAD 2 1 2018						
Directrice / Directeur Director General Directrice générale / Directeur général Associate Assistant Deputy Minister Sous-ministre adjoint délégué Associate Deputy Minister Sous-ministre adjoint Associate Deputy Minister Sous-ministre délégué et représentant du Canada au G7 Associate Deputy Minister Sous-ministre délégué et représentant du Canada au G7 Associate Deputy Minister Sous-ministre déléguée Deputy Minister Sous-ministre Sous-ministre Sous-ministre Paul Rochon Remarks Remarques: SUBJECT / OBJET: Language Training Contract Date MAD 2 1 2018		Approuvé par				
Associate Assistant Deputy Minister Sous-ministre adjoint délégué Assistant Deputy Minister Sous-ministre adjoint Associate Deputy Minister Sous-ministre adjoint Associate Deputy Minister & G7 Deputy for Canada Sous-ministre délégué et représentant du Canada au G7 Associate Deputy Minister Sous-ministre déléguée Deputy Minister Sous-ministre Sous-ministre Sous-ministre Sous-ministre Paul Rochon Remarks Remarques: SUBJECT / OBJET: Language Training Contract Date MAD 2 1 2018	Directrice / Directeur	Danielle				
Sous-ministre adjoint délégué Assistant Deputy Minister Sous-ministre adjoint Associate Deputy Minister & G7 Deputy for Canada Sous-ministre délégué et représentant du Canada au G7 Associate Deputy Minister Sous-ministre déléguée Deputy Minister Sous-ministre Sous-ministre Paul Rochon Remarks Remarques: SUBJECT/OBJET: Language Training Contract Date MAD 2 1 2018		Janelle \	Wright /	2018	-03	- 20
Sous-ministre adjoint Associate Deputy Minister & G7 Deputy for Canada Sous-ministre délégué et représentant du Canada au G7 Associate Deputy Minister Sous-ministre déléguée Deputy Minister Sous-ministre Paul Rochon Remarks Remarques: SUBJECT/OBJET: Language Training Contract Date MAD 2 1 2018						
for Canada Sous-ministre délégué et représentant du Canada au G7 Associate Deputy Minister Sous-ministre déléguée Deputy Minister Sous-ministre Paul Rochon Remarks Remarques: SUBJECT/OBJET: Language Training Contract Date MAD 2 1 2018	Assistant Deputy Minister	Edward	Poznanski 2/	211		
Sous-ministre détégnée Deputy Minister Sous-ministre Remarks Remarques: SUBJECT/OBJET: Language Training Contract File no. No de dossier Date MAD 2 1 2010	for Canada Sous-ministre délégué et représentant du	Poh Stor	wart			
Deputy Minister Sous-ministre Remarks Remarques: SUBJECT/OBJET: Language Training Contract File no. No de dossier Date MAD 2 1 2010		Ava Yasl	kiel			
SUBJECT / OBJET: Language Training Contract File no. No de dossier Date MAD 2 1 2010	Deputy Minister	Paul Roc	:hon			
File no. No de dossier Date MAD 2 1 2010	Remarks Remarques:					
File no. No de dossier Date MAD 2 1 2010	SUBJECT / OBJET:					
MAD 2 1 2018	Language Training Contract					
2018FIN 470 43 7 MAR 2 7 2018	File no. No de dossier		Date	140		
	2018FIN 470437		MAK 2 7 20	אוע		

Associate Deputy Minister & G7 Deputy for Canada Sous-ministre délégué et représentant du Canada au G7	(Sign on behalf of DM) (Signer au nom du SM)	
Associate Deputy Minister Sous-ministre déléguée	(Sign on behalf of DM) (Signer au nom du SM)	
Assistant Deputy Minister Sous-ministre adjoint(e)	(Sign on behalf of DM) (Signer au nom du SM)	